

**MEETING MINUTES**  
**CAPITAL PLANNING COMMITTEE**  
**July 21, 2021**  
**Zoom Meeting**

**REC'D UXB TOWN CLERK**  
**2021 AUG 19 AM 9:15**

**COMMITTEE MEMBERS PRESENT:**

Brian MacDonald  
Eli Laverdiere  
Barry Desruisseaux  
Jeanne Daley  
Joe Marchand

**OTHERS IN ATTENDANCE:**

Steve Sette  
Lisa Troast  
Benn Sherman

**I. CALL TO ORDER**

Meeting was called to order at 7:04 PM EST by Eli Laverdiere.

**II. APPROVAL OF MINUTES**

Move to postpone the approval of the June 2, 2021 minutes to the next meeting.

**III. OLD BUSINESS / NEW BUSINESS**

**A. Discussion of Committee Roles and Responsibilities:**

Due to feedback that Steve received from the previous meeting and one before that it was noted that the committee was straying off from its role and responsibilities. Steve discussed with the committee the General by Laws Chapter 16 ss. 16-1 and 16-2 also its summary of Responsibilities from the Boards and Committees and also stated what was authorized under Chapter 81 of the Acts of 2002. Steve did mention that the Capital Committee has nothing to do with what happens with the funding after the appropriation. It is not the committee's role to ask how the money is being spent, how the bids are done as long as they are in accordance with how the school or town policies are. The committee can ask for project reports. He wanted to remind the committee what their role and responsibilities are as a Capital Planning Committee. It is not the committee's responsibility to determine what the capital needs are for a department. Steve wanted to remind the committee to be careful how things are said and moving forward the job of the committee is to make sure priority jobs are being done and being done properly.

**B. DPW to present capital requests.**

Benn gave an update of his FY2022 portion of his extended plan. A number of items are under there and three were taken off #1. High Street and Park St., drainage study, #2. Linwood area drainage study and #3 Albee Road culvert replacement due to the timing, unsuccessful funding opportunities over time. Time is of the essence and these projects have to be done now and they will be run through the Chapter 90 program. The road program will be reduced by those projects. The pavement management system will be updated soon to get current plan underway. The 2 top priorities are the

first being DPW materials handling and the biggest fear is jeopardizing DPW's status with DEP and violating consent order. The second is the additional boom flail attachment for the trackless machine which is used for roadside mowing and waste water uses it for maintenance of their easements. Eli asked to go back to studies to #7 Sutton Street culvert design and construction and where does the \$169,000 put the project. Benn said that you have to use certain criteria and this puts it into a bridge design category. Eli asked Benn what can we do to eliminate 4 studies where we have 2 engineers in DPW? What can be bought to allow our engineers to do these studies. Benn said he manages the entire Public Works and is thrown into a number of things to support engineering. So, with that he really only has one engineer. Benn does a lot from an Engineering stand point but he is not a structural engineer. He does not have an engineering base to start from and the town does not have the funds to compete with the private sector. Steve said that Benn and Paul, with their technical background write the grants properly to make sure we get these grants for these projects. Benn also discussed with the committee his supplemental list and discussed a vehicle he wanted to purchase to replace the 1990 H2. He is looking to replace it with a six-wheeler style truck with hook lift option to have the flexibility to swipe out the back end. Steve asked if the committee agrees that this vehicle has to be replaced, it is 31 years old. Steve said if we agree and Benn proposed 1 new truck and the committee suggested 2, we need to give Benn the opportunity to do it with 2 and go out and bring the information back to us. The Fall Annual Town meeting is Tuesday, October 26<sup>th</sup>, and the warrant will close on Friday, August 27<sup>th</sup>. Steve said there is a Warrant article to cover Capital projects. The committee has to decide what is going to be in the warrant by October 14<sup>th</sup>. Joe asked about the 2 new trucks that were ordered. Benn said they received the F350 the second week of June the sixth wheeler is at MAC being outfitted now and Benn reach out to find out the completion date. Benn did send an update out to Lisa which she will forward to all of us.

### **C. Looking Forward**

1. Our next meeting will be hybrid and will be held in person at 7:00 pm August 18<sup>th</sup> Lower Town Hall and also on ZOOM.

### **IV. CLOSURE**

Joe Marchand made a motion to adjourn the meeting, Eli seconded that motion. Motion passed via roll call vote.

**Meeting adjourned 8:49 PM**

Minutes Respectfully submitted by Jeanne Daley, CPC Chairperson.

Minutes approved by the Capital Planning Committee via roll call vote on August 18, 2021.